Shalini Sinha

Academic Coordinator (Classes VI–X)

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PERSONAL STATEMENT

Academic coordinator with 12 years in CBSE schools, including 5 years coordinating the middle and secondary wing of 1,100 students and 48 teachers. Manages timetables, examinations, lesson-plan reviews, teacher observations and parent communication, and has improved Class X results while bringing competency-based assessment into everyday teaching.

WORK EXPERIENCE

Academic Coordinator – Classes VI to X · Pataliputra Global School, Patna — Apr 2021 – Present

- Coordinate academics for 1,100 students and 48 teachers, including timetables, substitutions, syllabus tracking and weekly lesson-plan reviews.
- Raised the Class X CBSE pass rate from 93% to 99% and the school average from 71% to 78% in three years through pre-board analysis and remedial plans.
- Introduced competency-based question banks and a common assessment calendar, cutting test clashes for students to zero.
- Run 160 classroom observations a year with written feedback and organise monthly subject-wise teacher training.

TGT – Social Science and Exam In-charge · Ganga Valley Public School, Muzaffarpur — Jun 2014 – Mar 2021

- Taught Social Science to Classes VIII to X; Class X subject average rose from 68% to 79%.
- Managed the examination cell: question paper printing, seating plans, invigilation duties and result processing for 900 students.
- Handled CBSE registration, LOC submission and practical exam scheduling for Classes IX to XII.

EDUCATION

B.Ed. in Social Science pedagogy · Magadh College of Education, Patna — 2012 – 2014
Grade: 75%

M.A. in History · Patliputra Arts and Commerce College, Patna — 2010 – 2012
Grade: 66%

SKILLS

Timetable management · Examination management · CBSE registration and LOC · Lesson-plan review · Classroom observation · School ERP · MS Excel and Google Sheets · Parent communication

CORE SKILLS

- Academic planning
- Teacher mentoring
- Competency-based assessment
- Result analysis
- Conflict resolution

CERTIFICATIONS

CTET Paper II – Social Studies · CBSE — Feb 2015

Competency Based Education (capacity building programme) · CBSE — Aug 2023

LANGUAGES

Hindi · Native · English · Fluent · Maithili · Conversational · Bhojpuri · Conversational

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